

AMENDMENT II HOLMES COMMUNITY COLLEGE BULLETIN 2005

I. Instructional Policy Changes:

A. Absence Policy-Halfway Point. (Effective Spring 2006)

The instructor will make an attempt to notify the student when he/she reaches the halfway point of cutout. However, it is the student's responsibility to track and record his/her absences as well as present ALL DOCUMENTATION for the absences within one week of returning to class. A student should discuss with the instructor all absences and make-up work. After showing the documentation to the instructor, the student must then take this documentation to the CAO on that campus.

B. Practical Nursing Program Absence Policy (Effective Spring 2006)

For Practical Nursing students, absences and tardies are kept for each class/course. A student is considered tardy for a class up to 5 minutes after the start time for the class. After 5 minutes, the student is counted absent for that class. The first 3 tardies will count as one absence, and every tardy thereafter will count as an absence. The instructor will attempt to give a warning to the student after the second absence. For the Practical Nursing program, three absences are the maximum allowed. A student will be cut out of a class on the fourth absence. Students may complete the other practical nursing classes that semester (ones they have not cut out of) although they will not be allowed to progress to the next semester and will be required to retake all classes for that semester if they re-enter the practical nursing program.

C. Change in the W Grade (Effective Fall 2005)

No mark is recorded for a withdrawal made before the end of the sixth week of the semester (1/3 for summer), so long as the student did not attend any classes.

D. Veteran's Educational Benefits (Effective Spring 2006)

The revised Standards of Progress was approved by the State Approving Agency Fall 2005. The Standards included changes in HCC policy which had been implemented since the last approval in 1998.

E. History classification in core courses (Effective Spring 2006)

All HIS courses have been removed from the core requirement category of Social/Behavioral Sciences. All HIS courses are now listed only as Humanities course in the core requirements.

II. The following Academic Programs have been changed:

A. Elementary Education Curriculum has changed as follows: (Effective Spring 2006)

American National Government has been replaced with World Geography, but can be used as a substitute. Six hours of history electives have been added.

Art for Children and Music for Children have been removed from the curriculum but remain as suggested electives.

Three hours of a literature elective has been added.

Six hours of electives have been added.

Under suggested electives "choose electives from areas of concentration in English, Math, Sciences or Social Studies" has been added.

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B. Pre-LPN curriculum has been removed. (Effective Fall 2006)

The courses used on the LPN Admissions Scale will be listed under the Practical Nursing Career Program.

C. The Pre-Medical and Pre-Dental Programs have been divided into separate programs. (Effective Spring 2006)

The Zoology sequence or the General Biology sequence may now be chosen for either program. Statistics has been added to the Pre-Dental Program.

D. Secondary Education-Mathematics Program has been changed. (Effective Fall 2006)

The Biological Science courses have been changed from 3 to 4 hours. Intro to Computer Concepts has been given an asterisk to denote that the students should consult their senior college catalog for choosing the correct computer class.

E. Secondary Education-Music/Instrument Majors (Effective Spring 2006)

Introduction to Sociology has been added to the curriculum.

Music Theory I,II,III,IV, Piano I,II,III,IV, as well as the applied lesson must progress simultaneously.

“Failure to complete any portion of this 3-part combination forfeits advancement to the next level” has been added to the bottom of the curriculum page.

F. Secondary Education-Music/Piano Majors (Effective Spring 2006)

Introduction to Sociology has been added to the curriculum.

Choir I, II, III, & IV have been added to the curriculum.

Piano for Music Majors I, II, III, & IV has been changed from 3 to 2 hours credit.

Music Theory I, II, III, IV, Piano I, II, III, IV, as well as the applied lesson must progress simultaneously.

“Failure to complete any portion of this 3-part combination forfeits advancement to the next level” has been added to the bottom of the curriculum page.

G. Secondary Education-Music/Voice Majors (Effective Spring 2006).

Introduction to Sociology has been added to the curriculum.

Music Theory I, II, III, IV, Piano I, II, III, IV, as well as the applied lesson must progress simultaneously.

“Failure to complete any portion of this 3-part combination forfeits advancement to the next level” has been added to the bottom of the curriculum page.

III. The following Technical Programs have been changed:

A. Computer Network Support Technology (Effective Fall 2006)

Programming Elective has been removed.

Business Communication has been removed.

English Composition II has been removed.

Humanities/Fine Arts elective has been added.

College Algebra may no longer be substituted by a math & science combination.

Visual BASIC Programming has been added as a requirement instead of an elective.

Professional Development has been added.

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Project Management is now named Network Implementation.

Internet Concepts is now named Web Development.

Network Planning and Design now has 4 credit hours.

B. Software Engineering Technology (Effective Fall 2006)

Programming Development Concepts has been removed.

Business Communication has been removed.

Computerized Accounting or Principles of Accounting has been removed.

College Algebra may no longer be substituted by a math & science combination.

System Maintenance has been added.

Professional Development has been added.

Database Design Fundamentals has been added.

Internet Concepts is now named Web Development.

IV. The following Academic Courses have been changed.

A. BIO 1134 – (Prerequisite: MAT 1203 or higher, or placement score for MAT 1233 or higher.) Effective Spring 2006

B. BIO 1144 - (Prerequisite: MAT 1203 or higher, or placement score for MAT 1233 or higher.) Effective Spring 2006

C. BIO 1314 - (Prerequisite: MAT 1203 or higher, or placement score for MAT 1233 or higher.) Effective Spring 2006

D. BIO 1613 - (Prerequisite: MAT 1203 or higher, or placement score for MAT 1233 or higher.) (Effective Summer 2006)

E. BIO 2414 - (Prerequisite: MAT 1203 or higher, or placement score for MAT 1233 or higher.) Effective Spring 2006

F. CHE 1114 - (Prerequisite: MAT 1203 or higher, or placement score for MAT 1233 or higher.) Effective Spring 2006

G. CSC 1113 – (Prerequisite: Minimum typing skill of 20 wpm & MAT 1203 or higher, or placement score for MAT 1233 or higher.) Effective Summer 2006

H. CSC 1123 - (Prerequisite: Minimum typing skill of 20 wpm & MAT 1203 or higher, or placement score for MAT 1233 or higher.) Effective Summer 2006

I. CSC 1613 – (Prerequisite: MAT 1313 or higher or placement score for MAT 1323 or higher.) Effective Summer 2006

J. EDU 1203 has been removed. Effective Fall 2006

K. MAT 1203 (Prerequisite: MAT 1103 or appropriate placement score for MAT 1203.) Effective Spring 2006

L. MAT 1233 (Prerequisite: MAT 1203 or appropriate placement score for MAT 1233.) Effective Spring 2006

M. MAT 1313 - (Prerequisite: MAT 1233 or appropriate placement score for MAT 1313.) Effective Spring 2006

N. MAT 1323 - (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323.) Effective Spring 2006

O. MAT 1513 – (Prerequisite: MAT 1313) Effective Spring 2006

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- P. MAT 1613 - (Prerequisite: MAT 1323 or appropriate placement score for MAT 1613.)
Effective Spring 2006
- Q. MAT 1723 - (Prerequisite: MAT 1233 or appropriate placement score for MAT 1233.)
Effective Spring 2006
- R. MAT 1733 - (Prerequisite: MAT 1233 or appropriate placement score for MAT 1233.)
Effective Spring 2006
- S. PHY 2244 – (Corequisite: MAT 1233 or placement score for MAT 1313 or higher.)
Effective Spring 2006
- T. PHY 2254 - (Corequisite: MAT 1233 or placement score for MAT 1313 or higher) Effective
Spring 2006
- U. PHY 2414 - (Prerequisite: MAT 1323 or placement score for MAT 1613 or higher.)
Effective Spring 2006
- V. PHY 2514 – (prerequisite MAT 1613 or higher) Effective Spring 2006
- W. SOC 2133 (Prerequisite: SOC 2113) Effective Summer 2006
- X. SOC 2143 (Prerequisite: SOC 2113) Effective Summer 2006

V. The following Academic Courses have been added:

- A. BOA 1411 – Keyboarding. Effective Spring 2006
This course will develop basic keyboarding skills which will enable you to operate a microcomputer to input and retrieve information. Three hours laboratory. One hour credit.
- B. BOA 2313 – Business Management & Microcomputers. Effective Spring 2006
An introduction to the main microcomputer software packages used in business and to the components of an information system to include spreadsheets, data-base management, word processing computerized accounting, data entry and retrieval, record management, and electronic communication. Three lectures. Three hours credit.
- C. BOA 2533 – Word Processing I. Effective Spring 2006
This course studies the development of today's modern office through the use of automated equipment and trained personnel. Emphasis is placed on the organizations of word processing from input through distribution, equipment available, and role of participants in word processing systems. Three lectures. Three hours credit.
- D. BOA 2553 – Desktop Publishing. Effective Spring 2006
This course covers the writing, assembling, and design of publications in a business or editorial office by the use of microcomputers. The course includes an introduction to traditional publishing terminology, completion of training software, and the production of various business documents and publications. Three lectures. Three hours credit.
- E. PHI 1153 – The Life of Christ. Effective Summer 2006
This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lectures. Three hours credit.

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F. PHI 2113 – Introduction to Philosophy I. Effective Summer 2006

This course provides an introduction to systematic and philosophical thinking through the study of classical philosophers and their philosophical inquiries. This study will flow along historical lines. Three lectures. Three hours credit.

G. PHI 2613 – World Religions I. Effective Summer 2006

This course is an introduction to the major world religions exploring the historical development and beliefs of Buddhism, Christianity, Hinduism, Islam, and Judaism including recent adaptations and emerging religious expressions. Three lectures. Three hours credit.

H. PHI 2713 – Introduction to Logic. Effective Summer 2006

This course is a presentation of the principles and methods of sound reasoning with an emphasis upon practical applications. Areas of study will include induction, symbolic logic, language, critical thinking, and the common fallacies of reasoning. Three lectures. Three hours credit.

I. NUR 2513 – Principles of Alternative & Complementary Therapies. Effective Spring 2006

This course provides an overview of the most common complementary and alternative medicine (CAM) modalities/therapies used in the USA. Each topic will cover one modality/therapy (homeopathy, acupuncture, naturopathy, chiropractic, therapeutic touch, music therapy, folk remedies, energy healing, etc.) at a time. Topics may be chosen based on students' interests and needs. Three lectures. Three hours credit.

F. NUR 1513 – End of Life Issues. Effective Spring 2006

The purpose of this course is to emphasize the availability of specific knowledge on end-of-life care. The intent is to provide information that will improve the student's understanding of end-of-life care. Topics of discussion include information on advance directives, goals of care, family issues, community resources, management of pain and other symptoms, medical futility, the last hours of living, legal and financial issues, and cultural, social, psychological, and spiritual concerns in end-of-life care. Three lectures. Three hours credit.

VI. The following Technical Course has been changed:

- A. ENT 1113 now has no prerequisite. (Effective Spring 2006)
- B. BOT 2323 – Prerequisite: BOT 1133 and/or BOT 1413. (Effective Fall 2006)
- C. BOT 2743 – Prerequisite: BOT 1113 & Corequisite: 1413. (Effective Fall 2006)
- D. BOT 2833 – Prerequisites: BOT 1143, BOT 2323, & BOT 1813 (Effective Fall 2006)

VII. The following Technical Course has been added:

A. CNT 2533 – Network Security. (Effective Spring 2006)

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two lectures. Two hours laboratory. Three hours credit.

VIII. The following placement Test Table has been changed: Effective Fall 2006.

PLACEMENT USING THE ACT &/OR COMPASS TESTS ENGLISH, READING, STUDY SKILLS, & MATHEMATICS

<u>Course Recommendation</u>	<u>ACT English Sub-Score</u>	<u>COMPASS English Sub-Score</u>
ENG 1103 – Dev. English I ENG 1203 – Dev. English II ENG 1113 – English Comp. I	1 – 13 14 – 17 18 & above	0 - 29 30 - 64 65 - 99
<u>Course Recommendation</u>	<u>ACT Reading Sub-Score</u>	<u>COMPASS Reading Sub-Score</u>
REA 1103 – Dev. Reading I REA 1203 – Dev. Reading II EDU 1413 – Improv of Study EDU 1423 – College Study Sk	1 – 11 12 – 14 15 – 17 15 - 17	0-47 48-66 67-76 67-76
<u>Course Recommendation</u>	<u>ACT Composite Score</u>	<u>COMPASS Scores</u> <u>Eng. Reading PreAlg/Algebra</u>
EDU 1223 – Human Development (This is a <u>mandatory</u> course if the student placed in <u>two or more developmental level courses – 1103 or 1203</u>)	1 – 15	<u>0-29 0-47 0-99 or 0-24</u> If student tests in any two of the three areas, this course is required.
<u>Course Recommendation</u>	<u>ACT Math Sub-Score</u>	<u>COMPASS Math Sub-Score</u> <u>Pre-Alg. Algebra College Alg.</u>
MAT 1103 – Dev. Math MAT 1203 – Beg. Algebra MAT 1233 – Int. Algebra MAT 1313 - College Algebra MAT 1313 or Higher	1 – 13 14 – 16 17 – 19 20 – 36 23 – 36	<u>1 – 20 21 – 99 0 – 24 25 – 39 40 – 99 0 – 50 51 - 99</u>

A student may challenge the ACT Placement by taking the COMPASS English, Reading, or Mathematics Placement Test to determine the courses to be taken. NOTE: **Signing a waiver** (allowable only after placement testing) allows the student to move up only one course level and it does not change the prerequisite or co-requisite requirement for any other course. A grade of “C” must be earned in any developmental course in order to progress to the next level.

I certify the above amendment is true and correct in content and in policy.

Dr. Fran Cox, Vice President of Academic Programs

Date